



**ACES**  
**Automated Communications**  
**Exchange System**

*Communicating Electronically with Employers*

**Payroll File Transfer Certification Process**

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# Payroll File Transfer Certification Process

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## Purpose

This document provides background and detailed information on the process for employers to complete the ACES certification process in order to participate in the File Transfer process in production. This document includes:

- Roles and Responsibilities
- Payroll Certification Criteria and Checklist
- File Layout
- File Naming Standard

## Intended Audience

- **ACES Employer Certifier** - CalPERS point-of-contact responsible for assisting employers through the payroll certification process
- **ACES Unit** – CalPERS point-of-contact responsible for marketing ACES File Transfer for payroll
- **Employer** - Agency who expressed interest in participating in ACES File Transfer for payroll
- **Payroll Certifier** - CalPERS point-of-contact(s) responsible for business support (i.e. clarifying and/or explaining business rules) to employers *during the certification process*
- **Payroll Program Area Staff** - CalPERS point-of-contact(s) responsible for business support (i.e. clarifying and/or explaining business rules) to employers *in production*

## References

- **Payroll Internal File Transfer Process** – Provides a detailed description of the ACES Payroll File Transfer production process from the submittal of the file by the employer, to the moving of the payroll data by CalPERS from the Web Server into the Contribution Reporting System (CRS).

## Roles & Responsibilities

### ACES Employer Certifier:

- Provides technical assistance to the Employer on the File Transfer process
- Assigns certification user id and password and initiates certification process
- Receives test files and runs batch jobs
- Prepares and emails a report of the batch results to Payroll Certifier for approval

### ACES Unit:

- Responsible for marketing ACES
- Ensures all necessary security documents are received and production user id and password are created
- Records statistics

### Employer:

- Creates payroll file according to record layout and naming standards (Appendix A and B)
- Submits test payroll file(s)
- If necessary, works with Payroll Certifier and makes changes to file so that it corresponds to CalPERS record layout or data complies with CalPERS business rules.

**Payroll Certifier:**

- Provides employer with certification URL, user id, and password
- Walks employer through file transmittal process
- When required, works with employers and ACES Employer Certifier to resolve any business problems encountered during certification.
- Approves or rejects employer for production after review of batch results. If employer is approved, notifies ACES Employer Certifier. If employer is not approved, notifies ACES Employer Certifier as to reason why employer was not approved
- Sends email notifying employer they have been certified for production
- Provides employer with production user id, password, production URL and User Account Maintenance training.
- Ensures first production payroll file is transmitted through ACES
- Notifies ACES Unit of certified agency for statistical purposes

**Payroll Program Area Staff:**

- Provides employers with business support in production.

## Certification Criteria

<b>PAYROLL</b> <b>FILE TRANSFER CERTIFICATION CRITERIA &amp; CHECKLIST</b> Color coded as follows: <b>ACES Employer Certifier</b> , <b>ACES Unit</b> , <b>Employer</b> , <b>Payroll Certifier</b>	
For Agency Currently Submitting Payroll on Magnetic Tape:	
1.	<b>ACES Unit</b> markets payroll and/or receives payroll inquiry which requires technical assistance.
2.	<b>ACES Unit</b> contacts <b>Employer</b> and receives security documents and sets up production user id and password (but is NOT given at this point in time).
3.	<b>ACES Unit</b> routes Payroll Notification Sheet (PNS) to <b>ACES Employer Certifier</b> .
4.	If necessary, <b>ACES Employer Certifier</b> contacts <b>Employer</b> and provides technical assistance on FTP process.
5.	<b>ACES Employer Certifier</b> assigns certification user id and password to <b>Employer</b> .
6.	<b>ACES Employer Certifier</b> routes PNS (with certification user id and password) to <b>Payroll Certifier</b> .
7.	<b>Payroll Certifier</b> contacts <b>Employer</b> .
8.	<b>Payroll Certifier</b> provides <b>Employer</b> certification user id, password and URL for certification environment.
9.	<b>Payroll Certifier</b> assists <b>Employer</b> through ACES File Transfer process.
10.	<b>Employer</b> submits file.
11.	<b>Payroll Certifier</b> requests batch process run.
12.	<b>ACES Employer Certifier</b> runs the batch process.
13.	<b>ACES Employer Certifier</b> notifies <b>Payroll Certifier</b> of batch results.
14.	If necessary, <b>Payroll Certifier</b> contacts <b>Employer</b> about any batch errors.
15.	<b>Payroll Certifier</b> works with <b>Employer</b> to determine problem.
16.	Repeat steps 10-15 until file has no errors.
17.	<b>Payroll Certifier</b> approves or rejects batch results and notifies <b>ACES Employer Certifier</b> .
18.	<b>Payroll Certifier</b> notifies <b>Employer</b> they have been certified for production.
19.	<b>Payroll Certifier</b> provides <b>Employer</b> with production user id, password, URL and User Account Maintenance training.
20.	<b>Payroll Certifier</b> ensures payroll is transmitted through ACES.
21.	Once payroll has been transmitted, <b>Payroll Certifier</b> routes PNS to <b>ACES Unit</b> to record statistics.
For Agencies Currently Submitting Payroll on Diskette:	
1.	If applicable, <b>ACES Unit</b> makes sure employer has a copy of the required payroll record layout and payroll file naming standards (Appendix A & B).
2.	<b>ACES Unit</b> markets payroll and/or receives payroll inquiry.
3.	<b>ACES Unit</b> contacts <b>Employer</b> , receives security document and sets up production user id and password (but is NOT given at this point in time)

4. **ACES Unit** routes PNS to **Payroll Certifier**.
5. **Payroll Certifier** contacts **ACES Employer Certifier** to assign certification user id and password to **Employer**.
6. **Payroll Certifier** contacts **Employer**.
7. **Payroll Certifier** provides **Employer** certification user id, password and URL for certification environment.
8. **Payroll Certifier** assists **Employer** through ACES File Transfer process.
9. **Employer** submits file.
10. **Payroll Certifier** requests batch process run.
11. **ACES Employer Certifier** runs the batch process.
12. **ACES Employer Certifier** notifies **Payroll Certifier** of batch results.
13. If necessary, **Payroll Certifier** contacts **Employer** about any batch errors.
14. **Payroll Certifier** works with **Employer** to determine problem.
15. Repeat steps 9-14 until file has no errors.
16. **Payroll Certifier** approves or rejects batch results and notifies **ACES Employer Certifier**.
17. **Payroll Certifier** notifies **Employer** they have been certified for production.
18. **Payroll Certifier** provides **Employer** with production user id, password, URL and User Account Maintenance training.
19. **Payroll Certifier** ensures payroll is transmitted through ACES.
20. Once payroll has been transmitted, **Payroll Certifier** routes PNS to **ACES Unit** to record statistics.

## Appendix A: Payroll File Record Layouts

### Record Layouts for Payroll File (Two Digit Year)

(Reference: Pages 3.88 and 3.89 Public Agency Procedures Manual, March 2000)

Header Record	Alpha Numeric	Field Size	Position	Required Value
Record ID	N	1	1	0
Employer Code	N	4	2-5	
Unit Code	N	3	6-8	
Filler	N	9	9-17	All Zeros
Service Period Month	N	2	18-19*	
Service Period Year	N	2	20-21*	
Service Period Type	N	1	22*	
Identifier	AN	12	23-34	CONT.PAYROLL
Creation Date	N	5	35-39	
Office Code	N	3	40-42	
Special Payroll Code	N	1	43*	
Filler	AN	53	44-96	All Spaces

\* Service period on first control record must be the current period being reported.

\*\* Special indicator is used to indicate "this payroll is a special payroll" constant value = 0 for normal payroll and 1 for special payroll.

Detail Records	Alpha Numeric	Field Size	Position	Required Value
Record ID	N	1	1	1
Employer Code	N	4	2-5	
Unit Code	N	3	6-8	
Social Security Number	N	9	9-17	
Service Period Month	N	2	18-19	
<b>Service Period Year</b>	<b>N</b>	<b>2</b>	<b>20-21</b>	
Service Period Type	N	1	22	
Last Name	AN	10	23-32	
First Name	AN	1	33	
Middle Initial	AN	1	34	
Coverage Group	N	5	35-39	
Pay Code	N	2	40-41	

Pay Rate	N	8	42-49	
Member Earnings	N	7	50-56	
Member Normal Contribution Amount	N	6	57-62	
Member Normal Contribution Code	N	2	63-64	
Contribution Rate	N	4	65-68	
1959 Survivor Contribution	N	3	69-71	
Work Schedule Code	N	3	72-74	
Tax Deferred Member Contribution Amount	N	6	75-80	
Tax Deferred Member Contribution Code	N	2	81-82	
Unused	N	14	83-96	

Trailer Record	Alpha Numeric	Field Size	Position	Required Value
Record ID		1	1	9
Employer Code		4	2-5	
Unit Code		3	6-8	
Filler	AN	9	9-17	All Nines
Service Period Month		2	18-19*	
Service Period Year		2	20-21*	
Service Period Type		1	22*	
Identifier		12	23-34	TRAIL RECORD
Total Record Count		5	35-39	**
Unused	AN	57	40-96	All Spaces

\* Service period on last control record must be the current period being reported.

\*\* Total Count of Contribution Detail Records

## Record Layouts for Payroll File (Four Digit Service Period Years)

(Reference: Circular Letter 200-065 Dated May 18, 1998)

New Record Layouts for PERSFILE.TXT - using 4-digit Service Period Years

Header Record	Length	Beginning Column	Ending Column	Required Value
Record ID	1	1	1	0
Employer Code	4	2	5	
Unit Code	3	6	8	
Filler	9	9	17	zero-filled
Service Period Month	2	18	19	
<b>Service Period Year</b>	<b>4</b>	<b>20</b>	<b>23</b>	
Service Period Type	1	24	24	
Identifier	12	25	36	CONT.PAYROLL
Creation Date	5	37	41	
Office Code	3	42	44	
Special Payroll Code	1	45	45	
Filler	51	46	96	Space or zero-filled

Detail Records	Length	Beginning Column	Ending Column	Required Value
Record ID	1	1	1	1
Employer Code	4	2	5	
Unit Code	3	6	8	
Social Security Number	9	9	17	
Service Period Month	2	18	19	
<b>Service Period Year</b>	<b>4</b>	<b>20</b>	<b>23</b>	
Service Period Type	1	24	24	
Last Name	10	25	34	
First Name	1	35	35	
Middle Initial	1	36	36	
Coverage Group	5	37	41	
Pay Code	2	42	43	
Pay Rate	8	44	51	
Member Earnings	7	52	58	
Contribution Amount	6	59	64	
Contribution Code	2	65	66	
Contribution Rate	4	67	70	

1959 Survivor Contribution	3	71	73	
Work Schedule Code	3	74	76	
Employer Paid Contribution Amount	6	77	82	
Employer Paid Contribution Code	2	83	84	
Filler	12	85	96	Space or zero-filled

Trailer Record	Length	Beginning Column	Ending Column	Required Value
Record ID	1	1	1	9
Employer Code	4	2	5	
Unit Code	3	6	8	
Filler	9	9	17	999999999
Service Period Month	2	18	19	
<b>Service Period Year</b>	<b>4</b>	<b>20</b>	<b>23</b>	
Service Period Type	1	24	24	
Identifier	12	25	36	TRAIL RECORD
Record Count	5	37	41	
Filler	55	42	96	Space or zero-filled

## Appendix B: Employer Payroll File Naming Standard

### ACES Payroll File Transfer – Employer File Naming Standard

2/15/2000

Revision Date: 2/23/2000

#### SERVICE PERIOD (2 Digit Year)

5 Characters

Format = MMYT

MM = Month of Service Period

YY = 2 Digit Year of Service Period

T = Service Period Type

#### VALID SERVICE PERIOD TYPES

0 = Monthly

1 = Semi-Monthly 1<sup>st</sup> Half

2 = Semi-Monthly 2<sup>nd</sup> Half

3 = Bi-Weekly 1<sup>st</sup> Payroll

4 = Bi-Weekly 2<sup>nd</sup> Payroll

5 = Bi-Weekly 3<sup>rd</sup> Payroll

6 = Quadweekly 1<sup>st</sup> Payroll

7 = Quadweekly 2<sup>nd</sup> Payroll

EXAMPLE: 02001

02 = February Service Period Month

00 = 2000 Service Period Year

1 = 1<sup>st</sup> Half Semi-Monthly payroll

#### SERVICE PERIOD (4 Digit Year)

7 Characters Maximum

Format = MMYYYYT

MM = Month of Service Period

YYYY = 4 Digit Year of Service Period

T = Service Period Type

## VALID SERVICE PERIOD TYPES

- 0 = Monthly
- 1 = Semi-Monthly 1<sup>st</sup> Half
- 2 = Semi-Monthly 2<sup>nd</sup> Half
- 3 = Bi-Weekly 1<sup>st</sup> Payroll
- 4 = Bi-Weekly 2<sup>nd</sup> Payroll
- 5 = Bi-Weekly 3<sup>rd</sup> Payroll
- 6 = Quadweekly 1<sup>st</sup> Payroll
- 7 = Quadweekly 2<sup>nd</sup> Payroll

EXAMPLE: 02001

02 = February Service Period Month

2000 = 2000 Service Period Year

**1 = 1<sup>st</sup> Half Semi-Monthly payroll**